



**Town of Berlin  
Municipal Office Building  
108 Shed Road**

**Berlin, VT. 05602  
Regular Select Board Meetings  
1<sup>st</sup> & 3<sup>rd</sup> Monday of Each Month**

**Monday, September 17, 2018  
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice Chair; Wayne Lamberton, Secretary; Pete Kelley and Angelina Capron. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

**APPROVED MINUTES**

Call Meeting to Order

Meeting called to order by Chair Towne. Hansen and Capron absent.

Changes to Agenda

Town Administrator Hadley asked to add a discussion regarding easement for town wells E and F as requested by the Public Works Board. Removed the discussion regarding changing meeting days.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle gave to the board the August budget status report, trial balance, and delinquent tax report. She received the preliminary report from the school and will be making a payment. It has increased due to beginning repayment of the bond.

Approval of Licenses, Permits, Vouchers, and Applications

Lamberton moved to approve general fund accounts payable warrant number 19g06 with checks 18453-18491 in the amount of \$47,435.03; as well as payroll warrant number 19-06 for payroll from September 2, 2018 – September 15, 2018 in the amount of \$42,860.26; as well as August 2018 journal entries, tax admin adjustments, and reconciled August bank statements for the general fund, sewer division and water division. Seconded by Kelley. Passed unanimously.

Authorization for Treasurer to Forgive Balances Under \$5.00

Lamberton moved to allow the treasurer to forgive balances of \$5 or less. Seconded by Kelley. Passed unanimously.

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### Citizens Interested in Serving on Town Boards

Ted Long was present at the meeting, he expressed interest in serving as an alternate on the DRB or on the Public Works Board. He is a semi-retired structural engineer licensed by the state as a civil engineer. Prior to retirement, he managed an engineering firm in Boston. He currently works part time as a consultant.

Polly McMurtry served on the planning commission in Fayston and is a new resident in Berlin. She has an interest to serve on the Planning Commission. There is not currently a position in the planning commission since that Board does not have alternates. She would be willing to serve on the DRB as an alternate.

### Meeting Date Change Discussion

Removed.

### Memo Received from Planning Commission

Hadley met with the Planning Commission regarding the issue with the town plan (which was not approved by the regional planning commission). Hadley provided a memo to the board explaining the changes proposed by the planning commission. Three are non-substantive but two are. Lambertson moved to sign and send a letter to the regional planning commission asking for approval of the minor changes and allowing the town to wait four years to vote on the substantial changes. Seconded by Kelley. Passed unanimously.

### Town Well E and F

The public works board has been working on option agreements for two well sites. It is anticipated that only one will be used. An agreement of \$30,000 for well site E and \$20,000 for well site F have been negotiated. The board needs to approve of the offers. Vermont land trust has an easement and the options will not go forward without approval from the trust. This topic will be on the agenda for next meeting as well.

### Approval of Selectboard Minutes – 09/06/2018

There was no quorum.

### Town Administrator Report

The hazard mitigation plan expired in May. A grant was applied for last fall and it has been approved. The next step is to send out RFP for the work.

The storm water project went out to bid and the planning commission chose Dubois & King to complete that work.

Mirror Lake Road culvert contract has been signed and approved. The work will start next week.

The underground tank at the garage was inspected and it needs to have work done. There is no estimate available at this time, but an above ground tank is being considered.

### Round Table

Kelley asked for a follow-up on the parking at the fish and wildlife area around the pond. The individual was sleeping in their truck at the pond access driveway. It is Fish and Wildlife's call to add signage or limit use. Currently their areas are open 24-hours but they are considering options for limitations. There was discussion that the leased land was leased for fishing access and there are no campground considerations or amenities.

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Lamberton moved to adjourn. Seconded by Kelley. Passed unanimously.

Meeting adjourned at 7:28 p.m.

For the Select Board:

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Bethany A. Towne